
 <b>Michigan Department of State, Office of the Great Seal</b> Office: 517/373-2531			
<b>FAX Request to Schedule Authentication FAX: 517/373-3706</b>			
<b>COUNTER SERVICE HOURS: 8:00 – 11:30 A.M. &amp; 1:00 – 4:00 P.M.</b>			
Requestor's name:		Day time telephone number:	
Country documents are going to:		Pickup date & time requested: ( NOTE: Allow 3 business days (72hrs) for processing)	
Name of adoption agency: (if applicable)		Agency's telephone number:	
Agency's contact person:		Contact person's telephone number:	
<b>DOCUMENTS MUST BE NOTARIZED BEFORE FAXING THIS FORM FOR AN APPOINTMENT</b>			
<b>Notary Public's Name</b> (as commissioned)	<b>Expiration Date</b>	<b>Commissioned County</b>	<b>Number of documents</b>
<b>Were notaries listed above also certified by a county clerk? Circle: NO or YES</b>			
If YES, name of person that signed county certification ( NOTE: if signature is unreadable, please fax a copy of it)		County	Number of Documents
<b>Number of documents certified by State Registrar:</b> Carol V. Getts                  Number _____		<b>Is the country of destination requiring the Registrar's signature notarized? Yes No</b> (If YES, complete the notary section above)	